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ABSTRACT

Intended as a guide and reference for persons involved in local administration of the Johnson-O'Malley (JOM) Indian Education program, the handbook contains basic information about the program and the roles and responsibilities of school administrators, JOM personnel, and local and state Indian Education Committees (IECs). Beginning with a history of JOM in Oklahoma, the handbook lists the Eastern Oklahoma schools in the JOM program; the Indian Education Area Coordinators, their responsibilities, and the schools they serve; and the central office staff. It includes a JOM timetable for IECs and school administrators, and information on eligibility and the application process. The handbook also explains the responsibilities of the local and state IECs, lists the state committee for Eastern Oklahoma with the schools served, and provides rules for electing local IEC members. It explains Educational Support Funds and gives guidelines for their use. Finally, the handbook lists the responsibilities of administrators of schools participating in the JOM program and gives guidelines for selecting personnel employed with the assistance of JOM funds. The appendix explains and gives samples of JOM forms, explains how to establish local IEC by-laws and conduct meetings, and discusses needs assessments. (SB)

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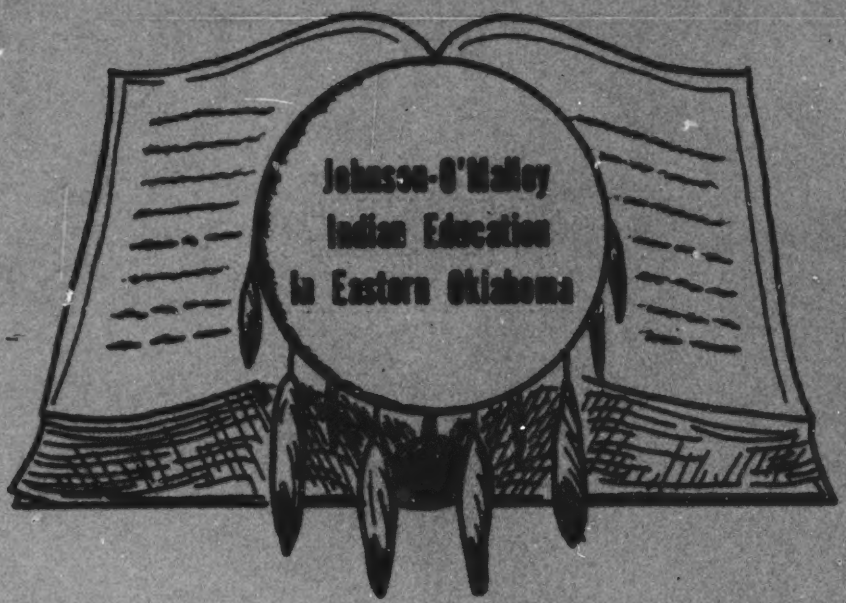

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Eastern Oklahoma Johnson-O'Malley Indian Education Handbook

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Bill Butler, *Director*
Johnson-O'Malley Indian Education

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INTRODUCTION

This handbook is to be used as a guide and reference for persons involved in the Indian Education - Johnson-O'Malley Program. It includes basic information on the roles and responsibilities of school administrators, JOM personnel, and local and state Indian education committees.

JOM Time Tables have been included to assist school administrators, clerical staff and committees in planning schedules for meetings and deadlines on program applications and required reports. Examples and instructions on all JOM reports and forms have been provided for easy referral. Also, examples of various items necessary to the committees' functions have been included in the addendum. The information presented should be useful in the administration of the JOM Program.

HISTORY OF JOM IN OKLAHOMA

1934 - The Act

The Johnson-O'Malley Act was passed by Congress in 1934 for Indian children to receive educational opportunities not otherwise provided. Under this Act, Oklahoma was excluded until the 1936 Amendment permitted non-reservational states to receive funds. Prior to the 1936 Amendment, federal financial assistance to public schools in the Five Civilized Tribes part of the State was through direct appropriations by Congress to the Department of the Interior.

1936 - Amendment

The 1936 Amendment authorized the Bureau of Indian Affairs to contract with the States for educational services to American Indians. From 1936 through June 30, 1947, funds received in Oklahoma through the JOM Act were handled through the various Indian agencies and supervised by a member of Education Field Agents.

1947

In 1947, the State of Oklahoma contracted for JOM funds for the first time and formed an Indian Education Division in the State Department of Education. The SDE took over the distribution and supervision of Johnson-O'Malley funds in the public schools of the State in which eligible Indian children were enrolled.

The funding formula was changed to reflect local initiative, which required the levying of 5 additional mills beyond that required for equalization. The primary function of the program was to provide free and reduced lunches for eligible Indian students enrolled, with a small amount reserved for enrichment--basic support.

1969

In 1969, the Indian Education Division phased out the free and reduced lunch program and placed it under the responsibility of the School Lunch Division. It discontinued the enrichment program and substituted two basic programs of educational involvement--special programs and parental costs. Special programs were implemented to permit the employment of professional teachers, counselors, teacher aides, and tutors and to provide cultural enrichment. Parental costs were set aside to provide basic items required of the parents to finance with major emphasis on academic items.

1970

In 1970, after the passage of PL 93-638, Indian Self-Determination and Education Assistance Act, community-wide public elections were held in Indian communities being served by Johnson-O'Malley to elect local Indian education committees. These committees, comprised of Indian parents and/or guardians of eligible Indian students, were formed to advise and approve JOM Indian Education programs in their school districts. Through the efforts of these committees, Indian people became involved in planning, executing and evaluating the JOM program.

1974

Beginning with school year 1974-75, the Anadarko Area Office of the Bureau of Indian Affairs elected to discontinue its relationship with the State Department of Education and engaged in negotiations with eligible school districts under their jurisdiction for the allocated Johnson-O'Malley funds. This left 108 eligible schools with 10,917 eligible Indian students under the jurisdiction of the Muskogee Area Office being served by the Indian Division of the State Department of Education.

In December, 1974, the Eastern Oklahoma Johnson-O'Malley State Indian Education Committee was formed in keeping with the true philosophy of Indian involvement and self-determination. Their purpose was to serve as an advisory board for the Indian Education Division of the SDE and as a direct liaison from the local community to the central office in Oklahoma City and the Area Office of the Bureau of Indian Affairs in Muskogee.

1981

The Johnson-O'Malley Indian Education Section, State Department of Education, presently serves 15,916 eligible Indian students in 194 school districts in 37 counties in Eastern Oklahoma. The two basic supplemental programs are still in existence--Special Programs and Educational Support, previously referred to as Parental Costs. With the use of JOM funds, school districts in Eastern Oklahoma are implementing new and innovative programs yearly giving our Indian students an opportunity for a successful future.

The purpose of JOM in Oklahoma remains the same as it did when Congress passed the Act in 1934--To provide financial assistance to meet special and unique educational needs of eligible Indian students.

Definitions

JOM - Johnson-O'Malley
MAO - Muskogee Area Office
BIA - Bureau of Indian Affairs
LEA - Local Educational Agency
IEC - Indian Education Committee
SDE - State Department of Education

SCHOOLS ON JOM PROGRAM IN EASTERN OKLAHOMA

ALBION
ALLEN
ALLUWE
ANTLERS
ARDMORE
ARKOMA
ATOKA
BARTLESVILLE
BATTIEST
BEARDEN
BEGGS
BELFONTE
BELL
BENNINGTON
BENTLEY
BOKOSHE
BOLEY
BOSWELL
BOWLEGS
BRAGGS
BRIGGS
BRISTOW
BROKEN ARROW
BROKEN BOW
BRUSHY
BUFFALO VALLEY
BUTNER
BYARS
BYNG
CALVIN
CANEY
CANEY VALLEY
CATOOSA
CAVE SPRINGS
CENTRAHOMA
CENTRAL HIGH
CHECOTAH
CHELSEA
CHRISTIE
CLAREMORE
CLAYTON
COALGATE
COLCORD
COLLINSVILLE
CONNERVILLE
COTTONWOOD
COWETA
DAHLONEGAH
DENISON
DEPEW
DEWAR
DICKSON
DURANT
DUSTIN
EUFAULA
FAIRFAX
FILLMORE
FORT TOWSON
FOYIL
GLENPOOL
GLOVER
GOODLAND
GORE
GRAHAM
GRANDVIEW
GREASY
GROVE
GYPSY
HANNA
HARMONY
HARTSHORNE
HAWORTH
HENRYETTA
HILLDALE
HOLDENVILLE
HOMINY
HUGO
HULBERT
IDABEL
INOLA
JAY
JENKS
JUSTICE
KANSAS
KELLYVILLE
KENWOOD
KETCHUM
KEYS
KINGSTON
KIOWA
KONAWA
LANE
LEACH
LEFLORE
LIBERTY
LINDSAY
LOCUST GROVE
LONE STAR
LOST CITY
LOWERY
LUKFATA
MADILL
MANNFORD
MARBLE CITY
MARIETTA
MARYETTA
MASON
MCLISH
MIAMI
MIDWAY
MILBURN
MILL CREEK
MORRIS
MOSELEY
MOSS
MULDROW
MUSKOGEE
NEWCASTLE
NEW LIMA
NOWATA
NUYAKA
OAKS MISSION
OKEMAH
OKMULGEE
OKTAHA
OLNEY
OOLOGAH
PADEN
PANAMA
PANOLA
PAULS VALLEY
PAWHUSKA
PEAVINE
PEGGS
PITTSBURG
PLAINVIEW
PLEASANT GROVE
PORTER
PORUM
POTEAU
PRESTON
QUAPAW
RATTAN
RED OAK
ROCKY MOUNTAIN
RYAL
SALINA
SALLISAW
SAND SPRINGS
SAPULPA
SASAKWA
SEMINOLE
SHADY GROVE
SILO
SKELLY
SMITHVILLE
SOPER
SPAVINAW
STILWELL
STONEWALL
STRATFORD
STRINGTOWN
STROTHER
SULPHUR
TAHLEQUAH
TALIHINA
TENKILLER
THACKERVILLE
TISHOMINGO
TUPELO
VALLIANT
VAMOOSA
VARNUM
VERDIGRIS
VIAN
VINITA
WAGONER
WARNER
WATSON
WATTS
WEBBER FALLS
WELEETKA
WESTVILLE
WETUMKA
WEWOKA
WHITE OAK
WICKLIFFE
WILBURTON
WILSON, Ctr.
WILSON, Okm.
WOODALL
WRIGHT CITY
WYANDOTTE
ZION

EASTERN OKLAHOMA JOHNSON-O'MALLEY INDIAN EDUCATION AREA COORDINATORS

COORDINATOR	RESIDENCE	SCHOOLS SERVED
BAKER, Jean 918/456-3633	Route 1, Box 20 Park Hill 74451	Briggs, Christie, Colcord, Coweta, Grandview, Hilldale, Hulbert, Kansas, Kenwood, Keys, Leach, Locust Grove, Lost City, Lowrey, Moseley, Muskogee, Oaks, Peggs, Porter, Salina, Shady Grove, Skelly, Tahlequah, Tenkiller, Wagoner, Watts, Westville, Wickliffe, Woodall (29)
BLAND, Anne 405/257-6329	1421 S. Seminole Wewoka 74884	Allen Bearden, Boley, Bowlegs, Butner, Byars, Byng, Calvin, Holdenville, Justice, Konawa, McLish, Mason, Moss, New Lima, Okemah, Paden, Pleasant Grove, Sasakwa, Seminole, Stonewall, Stratford, Strother, Vamoosa, Varnum, Wetumka, Wewoka (27)
CARTER, Doris 918/273-2921	Box 191 Nowata 74048	Alluwe, Bartlesville, Broken Arrow, Caney Valley, Catoosa, Chelsea, Claremore, Collinsville, Fairfax, Foyil, Grove, Hominy, Inola, Jay, Ketchum, Miami, Nowata, Oologah, Pawhuska, Quapaw, Spavinaw, Verdigris, Vinita, White Oak, Wyandotte (25)
DOBBS, O.W. 918/773-5403	Route 2 Vian 74962	Arkoma, Belfonte, Bell, Bokoshe, Braggs, Brushy, Cave Springs, Central, Dahlonegah, Gore, Greasy, LaFlore, Marble City, Maryetta, Muldrow, Panama, Panola, Peavine, Porum, Poteau, Red Oak, Rocky Mountain, Salisaw, Stilwell, Vian, Warner, Webbers Falls, Wilburton, Zion (29)
GILSTRAP, Robert 405/286-7430	Box 226 Idabel 74745	Albion, Antlers, Battiest, Bennington, Boswell, Broken Bow, Buffalo Valley, Clayton, Denison, Ft. Towson, Glover, Goodland, Haworth, Hugo, Idabel, Lukfata, Rattan, Smithville, Soper, Talihina, Valliant, Watson, Wright City (23)
IMOTICHEY, Janis 405/443-5468	Route 1 Milburn 73450	Ardmore, Atoka, Bentley, Caney, Centrahoma, Coalgate, Connerville, Cottonwood, Dickson, Dugant, Fillmore, Harmony, Kingston, Lane, Madill, Marietta, Milburn, Mill Creek, Olney, Plainview, Silo, Stringtown, Sulphur, Thackerville, Tishomingo, Tupelo, Wilson (27)
CENTRAL OFFICE		Beggs, Bristow, Checotah, Depew, Dewar, Dustin, Eufaula, Glenpool, Graham, Gypsy, Hanna, Hartshorne, Henryetta, Jenks, Kellyville, Kiowa, Liberty, Lindsay, Lone Star, Mannford, Midway, Morris, Newcastle, Nuyaka, Okmulgee, Oktaha, Pauls Valley, Pittsburg, Preston, Ryal, Sand Springs, Sapulpa, Weleetka, Wilson (34)

CENTRAL OFFICE STAFF
(405) 521-3311

Bill Butler	Director	
Bill Haynes	Administrative Officer	
Shirley Martinson	Program Development Officer	
Hazel Thomas	Administrative Assistant	School Claims
Ruth West	Secretary I	JOM Enrollments Computer Printouts
Shirley Seibel	Secretary I	School claims

MAILING ADDRESS: Johnson-O'Malley Indian Education Section
State Department of Education
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105

TIME TABLE
INDIAN EDUCATION COMMITTEES

OCTOBER	-	*1st Tuesday in October* Dependent Schools Committee Elections
		1st Thursday following 1st Tuesday Independent Schools Committee Elections
		Last Tuesday in October State Committee Elections
MARCH	-	Indian Education Committee Workshops
JUNE 30	-	JOM Proposals due

TIME TABLE
SCHOOL ADMINISTRATION

MONTHLY	-	Reimbursement claims due
* SEPTEMBER 15	-	Computer printouts due
OCTOBER 1	-	JOM student enrollment cards (*1st due date*)
	-	Deadline for revising educational support proposal
OCTOBER	-	*1st Tuesday* - Dependent schools committee elections
	-	*1st Thursday following 1st Tuesday* - Independent schools committee elections
OCTOBER 15	-	All claims due for August & September expenditures
OCTOBER	-	*Last Tuesday* - State Committee elections
MARCH 1	-	Late enrollment cards (*2nd due date*)
JUNE 15	-	JOM dropout report due
JUNE 30	-	JOM proposals due
JULY 15	-	All claims due for JOM expenditures during the previous school year

* *Updated computer printouts will be mailed to all schools at the end of August for deletions and corrections.*

INFORMATION FOR SCHOOLS APPLYING FOR JOM FUNDS FOR THE FIRST TIME

JOM funds may be requested for supplemental programs designed to meet the unique educational needs of eligible Indian students.

Eligible Schools - A local school district is eligible to receive JOM funds from the State if the following requirements are met:

1. The public school is located within the jurisdiction of the Muskogee Area Office, Bureau of Indian Affairs.
2. Eligible Indian students are enrolled.
3. JOM funds are used to supplement and not supplant local and state funds.
4. Levy 35 mills to insure maximum local effort.
5. Eligible for and receive State aid.
6. Justify the need for JOM funds after all sources of revenue (local, state, and federal) are considered.

Eligible Students - Must be verified as being one-fourth or more degree Indian blood.

Process to follow for JOM funding:

1. Survey of students
   a. Submit genealogy forms to parents.
   b. Transfer information to JOM enrollment cards.
   c. Mail JOM enrollment cards to JOM area coordinator or central office.

2. Election of local Indian Education Committee (IEC)
   a. Hold a community committee election.
   b. Have the committee organize.
   c. Submit the committee election list and certificate to the JOM Central Office.

3. Needs assessment
   a. Prepare and distribute to Indian parents and other interested persons, working with the local Indian Education Committee.
   b. Review with the local Indian Education Committee.

4. Program application - Proposal
   a. Schedule meeting with the IEC.
   b. Work with the IEC in preparing the JOM program application(s).
   c. Submit program application to JOM area coordinator.

LOCAL INDIAN EDUCATION COMMITTEE

The Local Indian Education Committee (IEC) is an advisory body, composed of five members, elected in an open meeting for a term of two years.

Eligibility

1. Members must be parents, guardians, or persons acting in loco parentis of Indian children enrolled in the affected school.

2. Members must live in the affected school's transportation area.

Responsible for:

1. Organizing and governing themselves in respect to (a) the number of meetings, (b) filling vacancies, (c) electing officers, and (d) conducting all business within their area of responsibility.

2. Preparing a constitution and by-laws to govern their activities and filing copies with the Johnson-O'Malley central office.

3. Assisting in making an annual *NEEDS ASSESSMENT* of learning needs of Indian children in their affected area.

4. Determining educational support items.

5. Determining students eligible for educational support funds, *based on need.*

6. Participating in planning, developing, and evaluating the JOM funded Indian education program.

7. Approving all JOM funded programs by personal signature.

8. Keeping records of minutes of each meeting.

9. Assisting in revising JOM funded programs by personal signature.

10. Making recommendations for hiring personnel. *The committee is limited to making recommendations only. They have no authority, due to state law, for hiring or firing.*

STATE INDIAN EDUCATION COMMITTEE

The Eastern Oklahoma Johnson-O'Malley State Indian Education Committee was formed in December, 1974. The Eastern Oklahoma jurisdiction of the Muskogee Area Office, Bureau of Indian Affairs, is divided into nine regions. One member from each region is elected by parents and/or guardians of Johnson-O'Malley students to serve as their representative for a term of two years.

Eligibility

Members of the State Committee must be adult residents of a transportation area of a qualified JOM school in their region.

Purpose of the State Indian Education Committee

1. To serve as an ADVISORY BOARD for the Eastern Oklahoma Johnson-O'Malley Indian Education Section of the State Department of Education.

2. To serve as a direct liaison from the local community to the central office in Oklahoma City and the Area Office of the Bureau of Indian Affairs in Muskogee.

Responsible for:

1. Organizing and governing themselves in respect to (a) the number of meetings, (b) filling vacancies, (c) electing officers, and (d) conducting all business within their area of responsibility.

2. Preparing a constitution and by-laws to govern their activities.

3. Providing information obtained from the Indian communities in their regions to help in planning, developing, and implementing the Johnson-O'Malley Program for Eastern Oklahoma.

4. Reviewing and making recommendations on the JOM training activities.

5. Reviewing and making recommendations on the JOM State Plan.

6. Reviewing and making recommendations on special problem areas of concern to the overall plan. *They will in no way replace or relieve the local JOM Indian education committees of their duties and responsibilities.*

EASTERN OKLAHOMA JOM – STATE INDIAN EDUCATION COMMITTEE

REPRESENTATIVE	PHONE	REGION	SCHOOLS
JoAnne Bible Box 29 Glenpool 74033	H-9/299-4929 O-9/321-3265	2	Bearden, Beggs, Boley, Checotah, Dewar, Dustin, Eufaula, Glenpool, Graham, Hanna, Henryetta, Jenks, Liberty, Mason, Midway, Nuyaka, Morris, Okemah, Okmulgee, Oktaha, Paden, Preston, Ryal, Sand Springs, Weleetka, Wetumka, Wilson
Frank Farrell Route 3 Stilwell 74960	H-9/774-7875 O-9/456-6146	7	Arkoma, Belfonte, Bell, Bokoshe, Brushy, Cave Springs, Central, Christie, Dahlonegah, Gore, Greasy, Marble City, Maryetta, Muldrow, Panama, Peavine, Porum, Poteau, Rocky Mountain, Sallisaw, Skelly, Stilwell, Vian, Warner, Watts, Webbers Falls, Westville, Zion
Spencer Wilkinson 1121 Fremont Muskogee 74401	H-9/687-1608 O-9/683-2831 x-79	6	Braggs, Briggs, Coweta, Grandview, Hilldale, Hulbert, Keys, Lost City, Lowery, Muskogee, Peggs, Porter, Shady Grove, Tahlequah, Tenkiller, Wagoner, Woodall
Kenneth Meeler P.O. Box 36 Bromide 74360	H-4/638-2101 O-4/795-3339	9	Atoka, Ardmore, Bennington, Bentley, Caney, Connerville, Dickson, Durant, Fillmore, Harmony, Kingston, Lane, Madill, Marietta, Milburn, Mill Creek, Plainview, Silo, Stringtown, Sulphur, Thackerville, Tishomingo, Wilson
Lucy Harjo 308 N. Highland Seminole 74868	H-4/382-3443 O-4/382-1415	3	Bowlegs, Butner, Calvin, Holdenville, Justice, Konawa, Moss, New Lima, Pleasant Grove, Sasakwa, Seminole, Strother, Vamoosa, Varnum, Wewoka
Jim Chuculate P.O. Box 264 Hugo 74743	H-4/326-5289 O-4/326-7561	5	Albion, Antlers, Battiest, Boswell, Broken Bow, Buffalo Valley, Clayton, Denison, Ft. Towson, Glover, Goodland, Hartshorne, Haworth, Hugo, Idabel, Kiowa, LeFlore, Lukfata, Panola, Pittsburg, Rattan, Red Oak, Smithville, Soper, Talihina, Valliant, Watson, Wilburton, Wright City
Leora Whitecrow 417 12th Place N.E. Miami 74354	H-9/542-1484 O-9/542-3396	1	Colcord, Grove, Jay, Kansas, Kenwood, Ketchum, Leach Locust Grove, Miami, Moseley, Oaks, Quapaw, Salina, Spavinaw, Vinita, White Oak Wickliffe, Wyandotte
Winona Bark P.O. Box 653 Claremore 74017	H-9/341-0407 O-9/341-7535	8	Alluwe, Bartlesville, Bristow, Broken Arrow, Caney Valley, Catoosa, Chelsea, Claremore, Collinsville, Depew, Fairfax, Foyil, Gypsy, Hominy, Inola, Kellyville, Lone Star, Mannford, Nowata, Oologah, Pawhuska, Sapulpa, Verdigris
Carol Reed 104 Maxwell Drive Pauls Valley 73075	H-4/238-5386 O-4/238-6461	4	Allen, Byars, Byng, Centrahoma, Coalgate, Cottonwood, Lindsay, McLish, Newcastle, Olney, Pauls Valley, Stonewall, Stratford, Tupelo

COORDINATORS

The Eastern Oklahoma Johnson-O'Malley Indian Education Section has six area coordinators living in assigned areas in Eastern Oklahoma with a high concentration of Indian families. The coordinators provide various types of professional and technical assistance in planning and implementing JOM programs in local school districts within their assigned areas.

Responsibilities may include, but are not limited to, the following:

1. Monitor and evaluate JOM programs.
2. Provide technical assistance to school administrators, personnel, and local Indian Education Committees.
3. Verify degree of Indian blood on Indian students.
4. Counsel with drop-out students to encourage them to further their education.
5. Work with Indian students in obtaining grants for higher education.
6. Be knowledgeable of social, rehabilitative, and other services available to Indian students.
7. Provide in-service training to JOM local committees and JOM personnel.
8. Visit local Indian Education Committees to create better working relations between the schools and the Indian community.
9. Assist school administrators, personnel and local IEC's in problem areas.
10. Attend IEC meetings when invited.
11. Be aware of the problems confronting Indian students in their area.
12. Be knowledgeable of state and federal laws and regulations pertaining to JOM and school districts.

EDUCATIONAL SUPPORT FUNDS

Educational Support Funds are funds for purchasing necessary items for a student involved in an academic or school-related extracurricular activity. Educational support funds *cannot* be used to supplant other services available through the Bureau of Indian Affairs or other federal programs.

The local IEC's are responsible for determining the eligibility of students and the items to be purchased. Students eligibility for educational support funds must be based on (1) verification by the Johnson-O'Malley Indian Education Section as being one-fourth or more degree Indian blood and (2) financial need of the student.

Educational Support Guidelines

1. Only items approved by the local IEC's, LEA, JOM coordinator, and JOM central office may be purchased; *no reimbursement will be made for items not included in an approved educational support budget.*

2. A list of eligible items shall be made available to all JOM parents.

3. All educational support funds will be paid and accounted for by the local board of education except non-participating schools.

4. An itemized voucher or purchase order must be used as supportive evidence for purchases.

5. A movement of funds within the approved budget is permitted if the amount does not exceed 10% of the total educational support budget.

6. No cash payment will be made to any student or parent except for educational group activities.

7. On educational group activities, a check may be issued to one person who will disburse cash individually to each student. A signature sheet shall be used to show the student received the money.

8. Any item the school is required to purchase will not be an eligible item. *Schools are required to furnish certain items for students.*

9. All items purchased with educational support funds become the property of the student for whom it was purchased, *except for lease-purchase items.*

Revision of Educational Support Budget

1. A revision must be with the consent, *by signature*, of the majority of the Indian Education Committee and the designated representative of the LEA.

2. Approval must then be made by the JOM coordinator.

3. The revision must be submitted to the JOM central office, for approval, no later than *OCTOBER 1*.

4. No increase in the total amount budgeted for educational support will be approved.

NON-PARTICIPATING SCHOOLS
EDUCATIONAL SUPPORT PROGRAM

An elected local Indian Education Committee can apply for and administer educational support expenses for students attending a school that is qualified to receive Johnson-O'Malley funds but does not participate in the program.

Allocation of funds shall be determined by the Johnson-O'Malley Section on the basis of (a) the number of eligible students enrolled, (b) need shown in the educational support budget proposal, and (c) availability of funds.

Guidelines for Non-Participating Educational Support Programs

1. Committee meets and agrees on items to be purchased.

2. Committee meets with vendors and discusses arrangements for purchases as follows:

   (a) Approximate date and amount of purchases.
   (b) Use of voucher system.
   (c) When statements will be picked up.
   (d) When payment can be expected.

3. Vouchers are filled out, in duplicate, showing:

   (a) Student name
   (b) School
   (c) Date
   (d) Item to be purchased
   (e) Vendor
   (f) Amount

4. Vouchers are then processed as follows:

   (a) Three committee members must sign to make voucher valid.
   (b) Chairperson must mail to JOM Coordinator for approval.
   (c) JOM Coordinator returns voucher to Chairperson within 5 days.
   (d) Voucher is issued to student for purchasing approved items.
   (e) One copy of voucher is kept by committee for their records.
   (f) Student takes voucher to vendor.
   (g) Vendor makes out itemized list and has student sign.
   (h) Vendor staples voucher and itemized list together and holds for pickup by Chairperson.
   (i) Chairperson is responsible for picking up vouchers and itemized statements on a regular basis.

5. Johnson-O'Malley educational support reimbursement claims are prepared by the committee chairperson, as follows:

   (a) Complete the blank items at the top of the claim.
   (b) Make a listing of the itemized statement on the claim.
   (c) Prepare a separate claim form for each vendor.
   (d) Have the vendor sign the claim form as claimant.
   (e) Enter the correct mailing address for vendor.
   (f) Have the vendor's signature notarized.

6. Mail completed reimbursement claims, signed vouchers, and itemized lists to the JOM central office.

ELECTION OF COMMITTEE MEMBERS

Election

Persons in Charge:	The current local IEC's.
Number to be elected:	Three members in even-calendar years. Two members in odd-calendar years.
Election dates:	Dependent Districts - 1st Tuesday in October. Independent Districts - 1st Thursday after 1st Tuesday in October.
Place and Time:	On school property. Between the hours of 7:30 and 9:00 p.m.
Election Notice:	School administration's responsibility.
Term:	Begins the night of the election and is for a two-year period. The five-day protest period will not affect this.

Reorganization after election

A meeting shall be held immediately after the election (election night) to reorganize and elect officers.

Contested election

In the event of a contested election that cannot be resolved by the area coordinator and/or election committee, a written protest must be submitted to the Director of Indian Education - Johnson-O'Malley Program within five days of that election--postmarked by midnight of the fifth evening following the election. The Director's decision is final.

Eligibility of members and electors (voters)

Parents or persons acting in loco parentis of eligible Johnson-O'Malley Indian children enrolled in the affected school. Both members and voters must live in the affected school's transportation area.

School board members, school employees, or their spouses are not eligible to serve. However, they are eligible to vote.

SCHOOL ADMINISTRATOR

Responsibilities in Participating in Johnson-O'Malley Program

1. Work with the local Indian Education Committee (IEC) in developing programs to best meet the specific needs of Indian students.

2. Assist in making needs assessment.

3. Assist in prioritizing educational deficiencies by providing appropriate data.

4. Submit to the Johnson-O'Malley Indian Education Section of the State Department of Education, an official program proposal form, properly completed, for approval before June 30.

5. Maintain copies of all invoices and purchases on file in the local district.

6. Submit monthly properly executed reimbursement claims to the Johnson-O'Malley Indian Education Section for JOM expenditures.

7. Submit properly completed JOM student enrollment cards, on new students, to the JOM area coordinator.

8. Make necessary changes and deletions on JOM student enrollment computer printout when requested by the JOM Section. *In most instances this request will be made at the beginning of each school year.*

9. Hire and supervise all personnel paid for by JOM funds according to pre-established policies with emphasis on Indian preference and consideration of recommendations of the committee in hiring JOM staff.

10. Submit annual dropout report on JOM students to the central office by June 15.

11. Provide Indian Education Committee access to all JOM program and financial records.

12. Give public notice to all parents, guardians, and/or persons acting in loco parentis of Indian students attending their school that an annual election is to be held on school-owned property for the purpose of filling expired terms of the local Indian education committee members. *Public notice is to be given at least five working days in advance.*

JOM SCHOOL PERSONNEL

All personnel employed with the assistance of JOM funds shall be governed by the official policies of the school district in which they are employed. In selection of personnel for JOM funded programs, preference, to the greatest extent possible, should be given to qualified Indians.

Teacher Aides

Teacher aides are assigned to work directly under certified teachers performing all duties which are directly related to assisting teachers in their official responsibilities.

Qualifications: High school diploma or the equivalent.

Home/School Aides

Duties

Work with students, parents, and school administration in the overall improvement of the JOM programs in public schools receiving JOM funds.

Assist in the verification of JOM students.

Work in the area of dropout prevention.

Serve as a liaison between public school administration and the Indian community.

Make necessary home visits in the community to improve the educational opportunity of eligible JOM students.

Be familiar with educational and social services available to JOM students.

Work closely with the JOM area coordinator assigned to their school.

Attend JOM meetings and in-service training sessions concerning the role of the home/school aide.

Qualifications: High school diploma or the equivalent.

JOM COMPUTER PRINTOUT
STUDENT ENROLLMENT

DATE DUE: SEPTEMBER 15 - Make necessary corrections and deletions on the printout and return to the JOM Central Office before September 15. *As soon as corrections and deletions have been entered in the terminal, and new students entered, an updated printout will be mailed to you for your files.*

CORRECTIONS: Please check computer printout to be sure all information is accurate.

Make corrections on printout by drawing a single line through error and enter correct information above the error in dark ink.

DELETIONS: Students no longer attending your school are to be deleted from your printout as follows:

Starting with the student's last name, draw a single dark line through all the columns to the right. DO NOT LINE THROUGH THE NUMBER COLUMN ON THE LEFT. Leave the lined-through information legible. Write any information on the line that applies, such as: transferred to Happy Valley, moved, dropped, or graduated.

STUDENTS OMITTED: Students omitted from the printout that have been previously verified must be resubmitted on a new enrollment card. Please send a copy of your records showing the verification.

MAIL TO: Bill Butler, Director
Johnson-O'Malley Indian Education Section
State Department of Education
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105

CONTACT PERSON: Ruth West
(405) 521-3311

Form IE-5-B

EXAMPLE

DUE DATE: JUNE 15

School Name & District No. Happy Valley I-01

County Sunshine County County No. 01

JOM Dropout Report

JOM INDIAN GRADUATES
8th grade graduates 12
12th grade graduates 7

INSTRUCTIONS:
In reporting numbers of dropouts by grade and category, show NUMBERS under the dropout key and NOT check marks.
REMEMBER THAT EACH COLUMN EXCEPT AT THE EXTREME RIGHT IS FOR JOHNSON-O'MALLEY ASSISTED INDIAN STUDENTS ONLY.

			JOM DROPOUT KEY																	
GRADE	JOM PARTICIPANTS ONLY Indian Enroll.	Students known to have re-enrolled in another school of any type Transfers	Illness	Physical Disability	Academic Difficulty	Lack of Interest	Behavioral Difficulty	Entered Armed Forces	Marriage	Pregnancy	Economic Reasons	Employment	Needed at Home	Detained by Law Agencies	Expelled	Death	Other	TOTAL DROPOUTS	TOTAL JOM INDIANS COMPLETED GRADE	TOTAL OF ALL STUDENTS completed grade regardless of ethnic group
Kg.	10	1																	9	32
1	11	1																	10	51
2	8																		8	28
3	10																		10	55
4	10		1															1	9	62
5	14	1																	13	57
6	11		1															1	10	81
7	8	2																	6	21
8	14				2													2	12	25
El. Ug.																				
Total Elem.	96	5	2		2													4	87	412
9	51	1			2											1		3	47	95
10	48		1															1	47	92
11	46	3						1		1								2	41	81
12	12					1	1		1	1				1				5	7	23
Sec. Ug.																				
Total Sec.	157	4	1		2	1	1	1	1	2				1		1		11	142	291
Total El. & Sec.	253	9	3		4	1	1	1	1	2				1		1		15	229	703

EXAMPLE OF EDUCATIONAL SUPPORT CLAIM

Complete items *1* through *15* accurately.

Item 9 - Give brief description of purchase (*what, for whom*).

Attach invoices or receipts for purchases.

The Administrator signs as claimant and the signature must be notarized.

(EXAMPLE)

EDUCATIONAL SUPPORT
Oklahoma State Department of Education
Johnson-O'Malley Funds
Records and Reports of District Expenditures

For Office Use Only
Amt. _____ FY ____
Total _____
Warrant _____
Date _____
Mailed _____

(1) School: Big Springs (2) District No. I-2 (3) County: Andrews

(4) Date: November 3, 1981 (5) FY: 1981-82 (6) Reporting Month: October, 1981

Activity Check No. (7)	Date Issued (8)	Person or Vendor (attach invoices or receipts to claim) (9)	Amount Paid (10)
221	10-8-81	Supplies for Home Ec. - Karen White	14.97
222	10-9-81	Pencils, paper - James Samson	6.40
223	10-14-81	Shop materials - Ben Harjo	22.72
		TOTAL	44.09 (11)

I, Garland Rose (12), the undersigned, upon oath, do declare and say that I have full knowledge of the above and foregoing account; that said account is true, correct, due and deserving to be, and that the amount claimed after allowing all just credit, is now due and wholly unpaid, and that I am duly authorized to make this affidavit.

Notary Seal

Subscribed and sworn to before me this (13) November 3 19 81

x Garland Rose
Claimant

My Commission Expires July 21 (14) 19 82

x Jane Gardner
Notary Public

Name of Custodian of Activity Fund: (15)

Name June Winslow

Address or P.O. Box P. O. Box 82

County Andrews

City Big Springs

Eastern Oklahoma Johnson-O'Malley
EDUCATIONAL SUPPORT PROPOSAL

For Office Use Only

DIRECTOR'S ACTION

JOM Amount Approved: $ 306.00

Date Approved: 6-20-82

John Doe
Signature

School: Quail Valley School

County: Cash

Date: June 16, 1982

Total JOM Students Enrolled: 50

BUDGET

	Items:	Number of Students X	Amount per Student	Cost	Educational	Personal
1.	Home Ec. -Material	6	$ 6.50	$ 39.00	$ 39.00	
2.	Shop - Materials	12	14.00	168.00	168.00	
3.	Vocational - Welding Coveralls	9	11.00	99.00	99.00	
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Total —— $ 306.00 $ 0

Educational Support Funds Requested: $ 306.00

Joe Smith
Administrator

Debbie Boone
Chairperson

Linda Wright
Vice-Chairperson

Jane Doe
Secretary

Sue Wyatt
Member

John McDaniels
Member

Coordinator: Betsy Monroe

JOM ENROLLMENT CARD
SPECIFIC INSTRUCTIONS

OCTOBER 1 - Deadline for submitting JOM enrollment cards on new students.

MARCH 1 - Deadline for submitting JOM enrollment cards on students enrolling after October 1.

CDIB'S - Certificate of Degree of Indian Blood

Students with CDIB's or tribal enrollment cards showing one-fourth or more degree Indian blood--complete the card front only and glue a copy of the CDIB or tribal enrollment card to the card back.

Birth Certificates

1. Submit copies of birth certificates with the JOM enrollment card for students NOT OF THE FIVE CIVILIZED TRIBES OR NORTHEAST TRIBES. You need not submit birth certificates on the following unless requested by our office: Cherokee, Chickasaw, Choctaw, Creek, Seminole, Miami of Oklahoma, Modoc, Ottawa, Peoria, Quapaw, Eastern Shawnee, Seneca-Cayuga, and Wyandotte.

Mailing

1. Mail both copies of the card (*original and duplicate*) to your JOM Area Coordinator for verification.

2. Areas covered by the JOM Central Office--mail to the Central Office for verification.

3. The carbon copy of the card will be returned to you if the student is verified one-fourth or more degree Indian blood.

CI's and IIB's

1. Both copies of the card will be returned to you if the student *cannot be identified* (CI) *or has insufficient Indian blood* (IIB).

2. You may resubmit the card if additional information is obtained.

3. If resubmitted, please attach a note indicating the new information.

(PLEASE NOTE: *Always keep a copy of records submitted*)

JOM ENROLLMENT CARD EXAMPLE

Card Front

EXAMPLE

Verified _____ Date

(1) SCHOOL DISTRICT: Happy Valley (Name and Number) County (2) Sunshine

(3) Name of student	(4) Date of Birth	(5) Sex	(6) Grade	(7) Tribe
DOE, Jane Ellen	7-4-74	F	2	Cherokee

Insufficient Indian Blood (IIB) _____ Date _____ Initials

Cannot Identify (CI) _____ Date _____ Initials

Agency Letter Mailed _____ Date _____ Initials

(8) Remarks: (CDIB Attached); (Sister, Ann, was verified in 1979);

(Birth Cert. attached--student is not a member of the 5-Civ. Tribes)

JOM Enrollment (Prepare in duplicate – Front & Back)

One student per card.

Type or use ballpoint.

Complete items 1-8 only.

Leave unnumbered areas blank.

Do not abbreviate tribe on front.

Remarks - Use this column for entries as shown on this example.

Insert carbon for printing on duplicate card.

Enter the tribe, roll number, parents and ancestors full names.

Do not use initials or nicknames.

Give maiden names of ancestors if enrolled before marriage.

Enter "NE" for parents or ancestors not enrolled.

Card Back

(CARD BACK) (EXAMPLE)

Tribe	Roll No.	Parents & Ancestors
Cher	NE	F John Joseph Doe
"	15309	FOF William F. Doe
		FOOF
		FOOOF
		FOOOM
		FOOM
		FOOOF
		FOOOM
Chic	NE	FOM Molly Sue Doe
Chic	13097	FOF David Lee Burgess
		FOOOF
		FOOOM
		FOOM
		FOOOF
		FOOOM
Cher	NE	M Mary Giant
"	M-4379	MOF Samuel Giant
		MOOF
		MOOOF
		MOOOM
		MOOM
		MOOOF
		MOOOM
		MOM
		MOOF
		MOOOF
		MOOOM
		MOOM
		MOOOF
		MOOOM

CONTACT PERSON: Ruth West
(405) 521-3311

SCHOOL: _____ COUNTY: _____

EASTERN OKLAHOMA JOHNSON-O'MALLEY LOCAL COMMITTEE LIST AND ELECTION CERTIFICATE

NAME	MAILING ADDRESS	TELEPHONE	* DATE TERM EXPIRES
Chairperson			
Vice-Chairperson			
Secretary			
Member			
Member			

==========

We hereby certify that an Eastern Oklahoma Johnson-O'Malley Local Indian Education Committee election was held on the_____day of October between the hours of 7:30 and 9:00 p.m. at_____. We further certify that the election was held in compliance with the Eastern Oklahoma Johnson-O'Malley Educational Plan and guidelines.

The following persons were elected: _____

_____

_____

_____ _____

School Administrator Date JOM Committee Chairperson Date

BEFORE OCTOBER 15, ____, please complete and return this form to: Bill Butler, Director, Johnson-O'Malley Indian Education Section, 2500 N. Lincoln Blvd., Oklahoma City, 73105.

* NOTE: Members are elected for two-year terms. Termination dates for those elected in 1980 will be October, 1982; those elected in 1981 will be October, 1983.

JOHNSON-O'MALLEY PARA-PROFESSIONAL SURVEY

DATE: _____

NAME: _____

HOME ADDRESS: _____
Street, P.O. Box or Rt.

CITY: _____

HOME TELEPHONE: _____
Area Code Number

SCHOOL: _____

COUNTY _____

CITY: _____

Indian: _____ Yes _____ No

Degree of Blood: _____

Tribe: _____

Do you have a CDIB in your possession?

Yes _____ No _____

Social Security # _____

Total number of years experience as a JOM employee: _____

Are you a classroom aide, home/school aide or tutor? _____
Be specific as to classroom, home/school or tutor.

What grade levels are you assigned to as an employee? _____

What subjects do you assist in mostly? _____

How many JOM workshops have you attended? _____

1. Do you plan to attend this year? _____ Yes _____ No
2. Last day of employee responsibility? _____

Are you bilingual? _____ Yes _____ No

Highest educational level attained: GED _____ High School _____

Number of college hours: _____

WORKSHOP SUGGESTIONS

_____

_____

_____

JOM SPECIAL PROGRAMS APPLICATION INSTRUCTIONS

1. OBJECTIVES: Write from one to three measurable objectives. A good measurable objective should tell: WHO will do WHAT? HOW MUCH? WHEN?

2. ACTIVITIES: Activities answer the question as to what will take place to achieve the objective. It implies a state of motion. When all things listed under activities are performed, the specific educational objective will be accomplished.

3. EVALUATION PROCEDURE: Explain what methods are to be used in measuring achievement of objectives, i.e., Metropolitan Achievement, etc.

4. DUTIES OF EMPLOYEE: Be specific in the description of employee responsibilities. This will assist both administration and employee in avoiding misunderstanding of employee duties.

CONTACT PERSON: JOM Area Coordinator in your area

JOM Central Office
(405) 521-3311

EXAMPLE

Eastern Oklahoma Johnson-O'Malley
SPECIAL PROGRAM APPLICATION

For Office Use Only

DIRECTOR'S ACTION

JOM Amount Approved: $ 5,024.20

Date Approved: 6-18-81

John Doe
Signature

Date of Application: May 28, 1981

School: Shady Creek

County: Moon

Program Title: Classroom Aide

Total School Enrollment 125 Total Students in Program 30 Total JOM Students in Program 15 Grade Level 3

OBJECTIVES: WHO (90% of the JOM Indian students) WHAT (will show) an NCE gain in all subject areas HOW MUCH (of .2) and 10% will show an NCE gain of .1 WHEN (during the 1981-82 Academic Year) as shown by HOW (pre- and post-test scores).

ACTIVITIES: The aide will work under the direct supervision of a certified teacher. The aide will work individually with students having problems in subject area or areas, as assigned.

EVALUATION PROCEDURE: The program will be evaluated by the results of a pre- and post standardized test scores given at the end of school term.

DUTIES OF EMPLOYEE: The person employed will assist in only the duties assigned to the certified teacher, except in disciplinary actions.

PROGRAM SUPERVISOR: Roy Young

James W. Allen
School Administrator

Bill Barnes
Chairperson

Mary Roland
Vice-Chairperson

Valerie Rogers
Secretary

Joe Acres
Member

Tom Samuel
Member

Coordinator's Signature: Bob Hatfield

Name of Employee: Anna Goodwoman

JOM
MONTHLY EXPENSES

Employee's Salary Without Benefits: $ 450.00

Matching Social Security: 6.65% 29.92 (Optional with School)

Matching Teacher Retirement: 5% 22.50 (Optional with Aide)

Other Benefits: _____

Total Monthly JOM Expenses $ 502.42

Number of months paid with JOM Funds 10

10 Months x Total JOM Monthly Expenses = TOTAL SALARY FOR YEAR $ 5,024.20

SCHOOL CONTRIBUTION $ -0-

JOM CONTRIBUTION $ 5,024.20

TOTAL PROGRAM COST $ 5,024.20

If additional space is needed for items on the front page, please use the following space or attach an additional sheet: (Please note the item being continued).

EXAMPLE

Eastern Oklahoma Johnson-O'Malley
SPECIAL PROGRAM APPLICATION

For Office Use Only

DIRECTOR'S ACTION

JOM Amount Approved: $ 16,755.00

Date Approved: 6-10-81

John Doe
Signature

Date of Application: May 28, 1981

School: Shady Creek

County: Moon

Program Title: Practical Math

Total School Enrollment 125 Total Students in Program 30 Total JOM Students in Program 20 Grade Level 7-12

OBJECTIVES: WHO (90% of the JOM Indian students) WHAT (will show) an NCE gain HOW MUCH (of .2) in mathematics WHEN (during the 1981-82 Academic Year) as shown by HOW (pre- and post-test scores). (10% of the JOM Indian students will show an NCE gain of .1).

ACTIVITIES: A certified teacher with a standard certificate will work individually with students having problems in basic math concepts. The teacher will work individually and in group activities in such areas as basic math concepts of addition, subtraction, multiplication, division and decimals.

EVALUATION PROCEDURE: The program will be evaluated by the results of a pre- and post standardized test scores given at the end of school term.

DUTIES OF EMPLOYEE: The person employed will perform all direct and related activities connected with the practical math program in keeping with the policies of the local school district.

PROGRAM SUPERVISOR: Don Williamson

James W. Allen
School Administrator

Bill Barnes
Chairperson

Mary Roland
Vice-Chairperson

Valerie Rogers
Secretary

Joe Acres
Member

Tom Samuel
Member

Coordinator's Signature: Bob Hatfield

Name of Employee: John Smart

JOM
MONTHLY EXPENSES

Employee's Salary Without Benefits:		$ 1,250.00
Matching Social Security:	6.7%	83.75
Matching Teacher Retirement:	5%	62.50
Other Benefits:		-0-

Total Monthly JOM Expenses $ 1,396.25

Number of months paid with JOM Funds 12

12 Months x Total JOM Monthly Expenses = TOTAL SALARY FOR YEAR $ 16,755.00

SCHOOL CONTRIBUTION $ 3,000.00

JOM CONTRIBUTION $ 16,755.00

TOTAL PROGRAM COST $ 19,755.00

If additional space is needed for items on the front page, please use the following space or attach an additional sheet: (Please note the item being continued).

EXAMPLE

Eastern Oklahoma Johnson-O'Malley
SPECIAL PROGRAM APPLICATION

For Office Use Only

DIRECTOR'S ACTION

JOM Amount Approved: $ 6,702.00

Date Approved: 6-15-81

John Doe
Signature

Date of Application: May 28, 1981

School: Shady Creek

County: Moon

Program Title: Home/School Aide

Total School Enrollment 125 | Total Students in Program 98 | Total JOM Students in Program 98 | Grade Level K-12

OBJECTIVES: WHO (The Indian student drop-out) rate WHAT (will be reduced) HOW MUCH (from 10% to 3%) WHEN (during 1981-82 Academic Year) as HOW (shown by school attendance records.)

ACTIVITIES: The home/school aide will provide para-professional assistance with the public school, to work with students, counselors, teachers, parents, school board members, and administrators in the overall improvement of the educational program affecting Indian students.

EVALUATION PROCEDURE: The program will be evaluated by results of school attendance records and by records maintained by the person employed.

DUTIES OF EMPLOYEE: The person employed will perform all direct and related activities as listed in the Johnson-O'Malley State Plan and will comply with the policies of the local school district.

PROGRAM SUPERVISOR: Matt Upton

James W. Allen
School Administrator

Bill Barnes
Chairperson

Mary Roland
Vice-Chairperson

Valerie Rogers
Secretary

Joe Acres
Member

Tom Samuel
Member

Coordinator's Signature: Bob Hatfield

Name of Employee: Sally Do Good

JOM
MONTHLY EXPENSES

Employee's Salary Without Benefits:		$ 500.00
Matching Social Security:	6.7%	33.50
Matching Teacher Retirement:	5%	25.00
Other Benefits:		-0-

Total Monthly JOM Expenses $ 558.50

Number of months paid with JOM Funds 12

12 Months x Total JOM Monthly Expenses = TOTAL SALARY FOR YEAR $ 6,702.00

Travel - $1,000.00

SCHOOL CONTRIBUTION $ 1,702.00

JOM CONTRIBUTION $ 6,702.00

TOTAL PROGRAM COST $ 8,404.00

If additional space is needed for items on the front page, please use the following space or attach an additional sheet: (Please note the item being continued).

EXAMPLE OF SPECIAL PROGRAMS CLAIM

Complete items *1* through *16* accurately.

Item 9 - Designate by checkmark whether the person is a teacher or aide.

The Administrator signs as claimant and the signature must be notarized.

(EXAMPLE)

SPECIAL PROGRAMS
Oklahoma State Department of Education
Johnson-O'Malley Funds
Records and Reports of District Expenditures

(1) School: Big Springs (2) District No. I-7 (3) County: Andrews
(4) Date: November 3, 1981 (5) FY: 1981-82 (6) Reporting Month: October, 1981

For Office Use Only
Amt. _____ FY _____
Total _____
Warrant _____
Date _____
Mailed _____

Warrant No.	Date Issued	Person or Vendor	Designate By Checkmark: Teacher	Designate By Checkmark: Aide	Amount Paid
1235 (7)	10-8-81 (8)	Jason Long (9)	x (10)		$ 455.00 (11)
1236	10-8-81	Richard Short	x		510.00
1237	10-8-81	Susan Matthews		x	425.00
				TOTAL	$ 1,390.00 (12)

I, Garland Rose (13), the undersigned, upon oath, do depose and say that I have full knowledge of the above and foregoing account; that said account is just, correct, that the amounts appearing to me, and that the amount claimed after allowing all just credits, is now due and legally unpaid, and that I am duly authorized to make this affidavit, so help me God.

Notary Seal
Subscribed and Sworn to before me (14) November 3, 19 81
My Commission Expires (15) July 21, 19 82

x Garland Rose
Claimant
x Jane Gardner
Notary Public

Name and Address of School District Treasurer: (16)
Name: Doris Walden
Address or P.O. Box: County Court House
County: Andrews
City: Big Springs

BEST COPY AVAILABLE

JOM STUDENT TRANSFERS

JOM Students Transferring to Your School

1. This refers only to students previously verified as a JOM student in a school in Eastern Oklahoma that participates in the Eastern Oklahoma JOM Program. *Please refer to the alphabetical listing of schools participating in the Eastern Oklahoma JOM Program.*

2. The receiving school is responsible for reporting information to the JOM Central Office if the school desires to add these students to their JOM student count.

3. If you have students as mentioned in the above number 1, please use school letterhead and the following format for submitting necessary information to the JOM Central Office:

(School Letterhead)

The following information is submitted on JOM students, previously verified, who have transferred to _____ *(Name of your school)* _____ *(County)* _____.

STUDENT'S NAME	SEX	DATE OF BIRTH	GRADE	TRIBE	PREVIOUS SCHOOL
DOE, Jane (NMN)	F	*10/01/70*	5	*Cherokee*	*Podunk*

4. Do not send a new enrollment card on these students.

5. Do not count transfer students in your JOM count until you receive an acknowledgement from the JOM Central Office.

CONTACT PERSON: Ruth West
(405) 521-3311

EXAMPLE OF BY-LAWS

Each Indian Education Committee must define for itself in writing the way it will be organized and the rules under which it will conduct its business. The most common method of doing this is by drawing up a set of by-laws. These rules relating to the ways in which the members will act will vary from Indian Education Committee to Indian Education Committee depending upon local circumstances, but it is likely that each Indian Education Committee will need to make decisions regarding each of the main areas outlined below. You may use it as a guide in developing your by-laws or check your existing by-laws with it to see if any additions are needed.

1. GENERAL EXISTENCE OF THE GROUP - Name of the group.

2. PURPOSE OF THE GROUP - Goal of the Indian Education Committee.

3. POWERS OF THE COMMITTEE - Determined by the Indian Education Committee in accordance with Johnson-O'Malley Rules and Regulations.

4. MEMBERSHIP OF THE INDIAN COMMITTEE
   a. Voting members
   b. Selection of members
   c. Length of terms
   d. Duties of members
   e. Attendance of members
   f. Vacancies
   g. Replacement of members

5. OFFICERS OF THE INDIAN EDUCATION COMMITTEE
   a. Designation of offices
   b. Duties of each officer
   c. Election to office
   d. Replacement of officers

6. MEETINGS
   a. Regular meetings
   b. Special meetings
   c. Quorum requirements
   d. Place of meetings
   e. Notice of meetings

7. RULES OF ORDER OF THE INDIAN EDUCATION COMMITTEE
   a. Adoption of an existing set of rules, such as Robert's Rules or Order, or
   b. Development of a local set of rules of order

8. AMENDMENTS - Conditions under which amendments will be made

EXAMPLE OF ORGANIZING BY-LAWS

ARTICLE I - NAME
Section 1: The name of this Committee shall be . . .

ARTICLE II - PURPOSE
Section 1: The purpose of this Committee is as follows:

ARTICLE III - POWERS
Section 1: The powers of the Indian Education Committee as defined by the Johnson-O'Malley Act are as follows:

ARTICLE IV - MEMBERSHIP - *Requirements and qualifications, size and length of term.*
Section 1: Nomination of members
Section 2: Selection of members
Section 3: Criteria for membership
Section 4: Length of term
Section 5: Vacancies
Section 6: Duties

ARTICLE V - OFFICERS
Section 1: The officers shall be . . .
Section 2: Election and term of office - Shall be elected and shall serve . . . *when, for how long, by whom.*
Section 3: Vacancy because of death, resignation, removal, disqualification, or otherwise, may be filled by . . . *when, where.*
Section 4: Power and duties of officers - List officers in Section 1 of Article V and the duties for each one.

ARTICLE VI - MEETINGS
Section 1: Regular meetings - Meetings shall be held . . . *when, where.*
Section 2: Special meetings - May be called - *by whom and purpose.*
Section 3: Notice of meetings - Notification of meetings to members at least___days prior to meeting - *to whom, by when, how notified.*
Section 4: Decision of I.E.C. - All decisions or actions of the _____shall be made . . . *list conditions.*
Section 5: Quorum requirements - *number necessary to constitute a quorum.*
Section 6: Rules of procedure - All meetings shall be conducted in accordance with Robert's Rules of Order or appropriate adaptation.
Section 7: Meeting open to . . .

ARTICLE VII - AMENDMENTS
Section 1: Amendment procedures - These by-laws may be amended . . . *when, how, by whom, within what guidelines or consistent with regulations.*

CONDUCTING MEETINGS

CALL TO ORDER:

Roll call
Determination if quorum is present

READING OF PREVIOUS MINUTES:

Name of the group which met
Kind of meeting, e.g., regular or special
Place, time and date of meeting
Presiding officer
Approval of minutes of prior meeting
Motions made, by whom, and final action on them
Time of Adjournment

REPORTS FROM OFFICERS AND REGULAR COMMITTEES:

Statement of issue, problems, item of business, etc.
Method of dealing with it
Recommendation for action
Action by group

REPORTS OF SPECIAL COMMITTEES:

ANNOUNCEMENTS:

OLD BUSINESS, CONTINUED FROM PREVIOUS MEETING:

NEW BUSINESS:

ADJOURNMENT:

MINUTES

Minutes are an official record of meetings and preserved for easy referral. In most instances the recording secretary is the minute taker. The presiding officer is responsible for conducting meetings in an orderly manner to assist the secretary in accurately recording actions taken. The minutes may be read by the secretary or distributed among the members to read individually.

Minutes should include the following:

1. Type of meeting, date, time and place.
2. Presiding officer.
3. Persons present (*list names of members and guests for small meetings*).
4. Number present for large meetings.
5. Approval of minutes of previous meeting or corrections and then approval.
6. Reports of sub-committees and approval or not.
7. Old business.
8. New business.
9. Motions and the name of the maker.
10. Seconds, but need not note the person.
11. Summary of discussion in order for motions to be clearly understood.
12. Whether the votes passed or failed.
13. Amendments on motions and the vote.
14. Motion for adjournment and time.

MOTIONS

HOW TO MAKE A MOTION:

Member addresses the chair

Chair recognizes member

Member makes motion

Another member seconds the motion

Chair restates the motion

The group discusses the motion; if a move is made to amend the motion, the move to amend must be seconded, discussed and voted upon

Vote on motion

Announce the result

TYPES OF AMENDMENTS:

To strike a word, phrase, etc.

To insert a word, phrase, etc.

To divide the original motion into two motions

To substitute one item for another

NUMBER OF AMENDMENTS PERMITTED:

A motion may be amended

An amendment may be amended

An amendment of an amendment may not be further amended

WAYS OF VOTING ON MOTIONS:

General consent

Voice of vote

Show of hands

Standing vote (counting members)

Secret ballot

NEEDS ASSESSMENT: A COMMON STARTING POINT

What is a "Need"?

__A problem to be solved.

__A situation or condition to change.

__The difference between "*What is*" and "*What should be*".

__The difference between the "*Existing condition*" and the "*Desired Condition*".

What is a Needs Assessment?

__A needs assessment is a process or procedure that identifies the *NEEDS*.

__It is the procedure used to determine the problems to be solved.

__The needs assessment should focus on people: *students, parents, staff.*

__The needs assessment should address those things that can be affected by the Indian Education program.

Why Do a Needs Assessment?

__By first identifying the "*needs*", a program can be developed to eliminate those needs.

__A needs assessment insures total involvement of community and school.

__A needs assessment provides an objective base for decision making.

__A needs assessment also identifies strengths and assets.

How are "Needs" Identified?

__Research activities: *Community, parent, staff and student surveys.*

__Pupil performance data: *Test and student records.*

__School records: *Attendance, ethnic percentage.*

__School organization data: *Services, equipment, staffing.*

EXAMPLE OF JOM NEEDS ASSESSMENT SURVEY

INSTRUCTIONS: If you have an existing program you feel should be continued, such as classroom aides, check (✓) the blank ✓ E.

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1. What do you feel are the main needs of Indian students in your public school system?

___A. Tutoring - Elementary ____ Secondary ____
___B. Indian Cultural Programs
___C. Counseling (High School) ____ (Jr. High) ____ (Elementary) _____
___D. Math Improvement
___E. Classroom Aides
___F. Home/School Aides
___G. Reading Improvement
___H. Educational Support
___I. Indian Studies Programs in the Schools
___J. More Parent Participation in the Schools
___K. Career or Job Orientation and Information
___L. Other suggestions:

2. List the three most important needs in order of priority.
   1. _____
   2. _____
   3. _____

3. How do you think JOM funds could be used to meet the above needs:

   _____

   _____

4. Please check the category or categories that describe you.

___Parent/guardian	___Jr. High Student	___JOM Committee Person
___Principal	___High School Student	___JOM Staff Person
___Teacher	___Elementary Student	___Other_____